

PROPOSITION C – OPEN SPACE & TRAILS

AD HOC CITIZENS ADVISORY COMMITTEE

CHARTED NOTES – March 31, 2006

Committee's Norms/Operating Agreements

Protocol for handling public comments that address matters outside the purview of the committee:

- Honor the effort made by citizens by accepting their comments and forwarding them to whichever City office is appropriate for follow-up.
- Advise those providing such comments that the committee will NOT act on their comments other than as noted above.

Protocol for handling committee correspondence:

- Those communiqués that could be construed as representations of committee opinions or positions will be considered and approved by the committee as a whole before distribution.
- Routine correspondence, such as forwarding public comments, will be handled at the Chair's discretion.

Protocol for handling individuals contacting committee members outside of committee meetings:

- Individuals who do so will be discouraged from pursuing the practice and encouraged to present their information, opinions, etc. to the entire committee at a regular meeting
- Committee members will disclose all such contacts when they are relevant to a topic on the agenda for committee consideration
- Members who receive documents via such outside-the-process contacts will submit those documents to staff for distribution to the chair and other members
- Individuals initiating such contacts will be referred to the committee's established protocol for placing items on the agenda for its consideration

Protocol for Conflict of Interest:

- Committee members may confer with the City Attorney's Office to clarify which, if any of their interests would be seen as "in conflict"
- Members will disclose any conflicts they may have whenever it is appropriate to do so.
- Staff will prepare maps showing all member-owned properties, as well all property within a 500-foot radius of each. Staff also will advise members if a subject property falls within that 500-foot radius.

Protocol for use of Closed Sessions:

- Overall objective of the committee: maintain maximum possible transparency for committee deliberations and decision-making
- Use Closed Sessions for consideration of specific properties when appropriate for the level of consideration being given

Protocol for handling news media requests for comments, interviews, etc.:

- Members will *carefully* consider the downside potential of granting such requests before agreeing to grant them
- Members will advise the committee chair when such contacts have occurred to avoid surprises that may negatively affect the committee and its work
- An agreed upon “rule of thumb”: confine comments offered to what has already been stated “on the record” in committee meetings
- Per the committee’s other agreed upon norm: members will support the decisions made by the committee as a whole

Other Agreements

Level of detail in meeting minutes?

Not “verbatim” *per se*, but rendered in sufficient detail to convey the content of discussions. Omissions and/or additional detail or clarifications may be made by members as part of the Review & Approval of Minutes agenda item.

Public Access to Committee Minutes

- Copies of approved minutes will be available on the City’s website as soon as possible following approval
- Copies of approved minutes will be available at committee meetings

Chartered Notes approved by the Committee at their regularly scheduled meeting of April 14, 2006.